Multimedia Rack Instructions
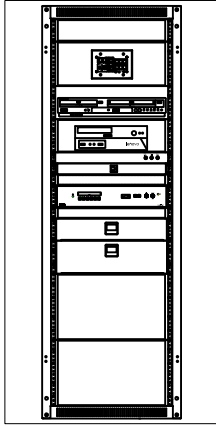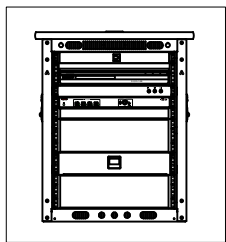
Legacy Rack   **Tassell Rack**

Lab Rack

There are three types of multimedia racks on the GRCC campus. The most common is the "Legacy Rack". The other two are the "Tassell Rack" (found only at the Tassell building), and the "Lab Rack". All three systems have essentially the same components with only minor variations.

Refer to the back of this sheet for more detailed instructions.

Here is what you will find as part of a rack system:

- A control panel mounted in the rack.
- Laptop connection cables.
- A slide out keyboard with trackpad (legacy rack).
- Tassell and Lab racks have the monitor, keyboard and mouse located on the instructor's station.
- A power outlet in the front of the rack.
- A computer (located at instructor's station in Lab systems).
- A DVD player or a combination DVD/VCR deck.
- Auxiliary video input connector (not present on all systems).
- A drawer containing a wireless keyboard & mouse plus the remote control for the DVD player (Lab racks do not have a wireless keyboard and mouse).
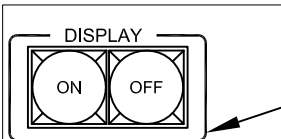
Explanation of control panel buttons
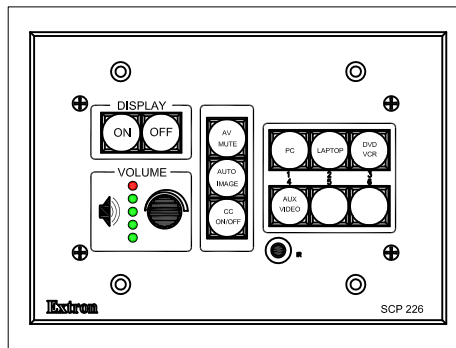
Newer Control Panel

Older Control Panel

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Document Date: Aug. 2011

DISPLAY — ON OFF
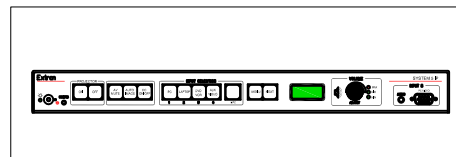
ON/OFF buttons turn the projector on and off. "**ON**" will blink while the projector warms up. All other buttons are underlined disabled while "**ON**" is blinking. "**OFF**" will blink while the projector cools down. The projector can not be turned back on until "**OFF**" stops blinking.

AV MUTE

Press "**AV MUTE**" to temporarily mute audio and blank projected video. Button will blink while muted. Press again to return to full video and audio.

AUTO IMAGE

Press the "**AUTO IMAGE**" button if the image from the computer or laptop is slightly cut off or is not fitting on the screen well. If this does not work, you may have to change the display resolution of your computer.

CC ON/OFF

On systems that have this button, press to turn on/off closed captioning. If captioning is not available, you may have to enable subtitles within the DVD menu.

PC   LAPTOP   DVD
AUX VIDEO
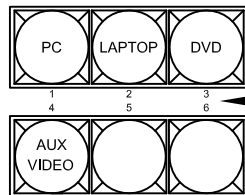
These are the source select buttons. Press once to send the video from that device to the projector. If the desired source button is already lit when you first turn the system on but there is not video, you may have to press that source button once to make sure the projector receives the video.
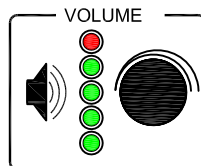
VOLUME

This is the volume control knob and indicator. If the bottom light is blinking green, the audio is muted. Either turn the volume knob clockwise to unmute, or push the "AV MUTE" button if that is active.

Multimedia Rack Instructions

Refer to the other side of this sheet for a quick guide to the equipment and what the buttons do. Once the projector is on and warmed up you can select from the following video sources: (Note: if the desired source button is already lit when the system is first turned on, you may have to press the source button to make sure the projector receives the video.)

- **Computer** – Press the "PC" button on the control panel to select the built-in rack computer for display.
- **Laptop** – Connect the provided VGA video cable to your laptop. If you need audio from the laptop or a wired network connector, connect those cables also. (If you are using a Mac, you will need a video adapter. Adapters are available for check-out from the Media Department) Press the "Laptop" button on the control panel to send laptop video to the projector. **Troubleshooting note: If the projector still does not show the image from the laptop, you may have to enable the output from your laptop. Depending on the model, it will be either "Fn-F4" or "Fn-F7" – hold down the blue "Fn" key at the same time you press"F4" or "F7"**.
- **DVD/VCR** – Ensure that the DVD/VCR deck is turned on. (Note: some systems do not have a VCR. If you would like to check out a VCR, contact the Media Dept.) Press the "DVD/VCR" button to send video to the projector. The remote control for the deck is located in the rack drawer. Controls are also located on the front of the deck, but you will need the remote to navigate any disk menus.
- **Aux Video** (If available) - This connector accepts video and audio from many different user supplied devices. Examples would be: camcorders, document cameras, IPods, etc. You will need to supply the proper cable for your device – connect the yellow, red, and white connectors from the device to the corresponding colored jacks of the aux video input. Press the "Aux Video" button to send video to the projector.
- **Elmo/Document camera** - If your system has a permanently installed document camera, press the "Doc Cam" button on the controller to send the video to the projector. If you are using a portable document camera, connect the video cable from the camera to the "Aux Video" connector on the rack and press the "Aux Video" button to send the video to the projector.

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